

# **Certificate Of Training**

## **NATIONAL SECURITY INFORMATION**

### **ANNUAL BRIEFING**

#### **MEMORANDUM FOR THE RECORD**

This memorandum, thereby, acknowledges that I have received and successfully completed the annual National Security Information briefing. I fully understand my responsibilities in the protection of National Security Information (Classified Information).

The following areas were covered:

- Identification of Eastern Regional Security Points of Contact
- SF 312 - Non-disclosure Agreement (Life Long Contract with the U.S. Government)
- Improper Disclosure Penalties
- The Threat
- Marking Documents
- Declassification Of Classified Materials
- Accountability, Control and Access Of Classified Materials
- Storage of Classified Materials
- Combination Change Requirements for Secured Containers (GSA Approved Containers)
- Transmission Of Classified Materials
- Reproduction Of Classified Materials
- Destruction Requirements For Classified Materials
- Oversea Travel Requirements For Cleared Employees
- Incident Reporting Requirements
- End of The Day Checks

DOC/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Organization/Agency**

**Printed Name**

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**Duty Station City / State**

**Signature**

\_\_\_\_\_  
**Date**

Please Fax the completed and signed form of acknowledgment to The Eastern Regional Security Office Fax (757) 441-3422, Attention S/A Carroll Ward, Regional Security Officer...No Cover Sheet Required. Voice (757) 441-3431.